



Prior Authorization Checklist

Submitting a prior authorization (PA) is an important step in the prescription approval process.

PA criteria vary from plan to plan, which is why it is always a good first step to review any guidelines that are required by the health plan. Visit the health plan's website or contact them directly for information, including forms and phone numbers.

Use this checklist to help when submitting a PA form:

There are several reasons why a health plan may require a PA, including:

- To determine if coverage is appropriate based on the patient's clinical information
- Prevention of drug misuse or inappropriate use
- Administration of step therapy
- Administration of quantity limits or management rules
- Exception process for a closed formulary

Prior Authorization Checklist

When completing a PA be sure to fill in as much information on the form as possible. Incomplete information can lead to a PA denial.

Use the checklist below when filling out and submitting a PA form:

PATIENT INFORMATION

- ☐ Name
- ☐ Date of birth
- ☐ Policy number
- ☐ Member ID#
- ☐ Group number
- ☐ Gender

PATIENT HISTORY

- ☐ Date of diagnosis
- ☐ Previous treatments, procedures, and dates
- ☐ Contraindications
- ☐ Comorbidities
- ☐ Response to treatment
- ☐ Recent symptoms and conditions

PROVIDER AND FACILITY INFORMATION

- ☐ Name
- ☐ Address
- ☐ Telephone number
- ☐ Fax phone number
- ☐ NPI

CLINICAL INFORMATION

- ☐ Setting of care
- ☐ Date of service
- ☐ Diagnosis codes and descriptions (ICD-10-CM)
- ☐ NDC codes, procedure/service requested
HCPCS codes and descriptions
- ☐ Letter of medical necessity and relevant
clinical support
- ☐ Medical records
- ☐ Lab reports

Track the following throughout the submission process:

- ✓ Dates and methods of correspondence
(phone, mail, email, fax, and web)
- ✓ Names of insurance contacts and reviewers
- ✓ Summaries of conversations and copies of
written documents from insurer
- ✓ Reference numbers from phone
conversations

HCPCS=Healthcare Common Procedure Coding System; ICD-10-CM=The International Classification of Diseases, Tenth Revision, Clinical Modification;
NDC=National Drug Code; NPI=National Provider Identifier.

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